

SAMPLE ONLY

Eligibility Check

* indicates a required field

Eligibility

Before proceeding with this application form, ensure that the proposed project meets each of the Regional Futures - Collaborative Projects eligibility criteria as detailed in the [Collaborative Projects Guidelines](#).

The Applicant Organisation: *

- has an ABN and is registered for GST
- is based in a Queensland region
- is collaborating with one or more organisations based in a Queensland region

For the purpose of the Regional Futures - Collaborative Projects program, a "Queensland region" is any local government area except for Brisbane City Council

The proposed project: *

- is scheduled to commence within 60 business days of the grant approval
- is scheduled to complete within 18 months of the commencement date
- has a total cash contribution (from the applicant and collaborative partner organisation(s)) that is equal to or greater than the Regional Futures - Collaborative Projects grant sought

The Applicant Organisation: *

- has obtained a Regional Futures - Collaborative Projects Regional Engagement Officer Certificate

The certificate must be dated within six months of the date of submission of this application form.

Upload the Regional Futures - Collaborative Projects Regional Engagement Officer Certificate *

Attach a file:

*** ELIGIBILITY ISSUE ***

Based on the responses provided, there is an issue with the eligibility of this application.

Do not proceed with this application form, if the organisations and/or project do not meet the program eligibility criteria.

Related Applications

Organisations are encouraged to collaborate within and across regions to develop and undertake projects. If there are a number of projects that are related and interdependent,

Regional Futures - Collaborative Projects - Application Form

Form Preview

SAMPLE ONLY

then wherever possible these should be combined into one collaborative project with one organisation taking the lead to submit a single application to the Regional Futures - Collaborative Projects program.

If this is not possible, applicant organisations should ensure all related applications are submitted at the same time.

Is this application linked or dependent on any other application(s)? *

Any interdependent applications should be submitted concurrently (i.e. within 24 hours) of submission of this application.

Name of linked/interdependent project *

Applicant Details

* indicates a required field

Applicant Organisation Details

Project title *

Must be no more than 5 words

Applicant Organisation *

Organisation Name

Full legal name

Organisation type *

Project Manager Details

Name *

Title First Name Last Name

Position within Applicant Organisation *

Phone Number *

SAMPLE ONLY

Must be an Australian phone number.

Email *

Must be an email address.

Applicant Organisation ABN *

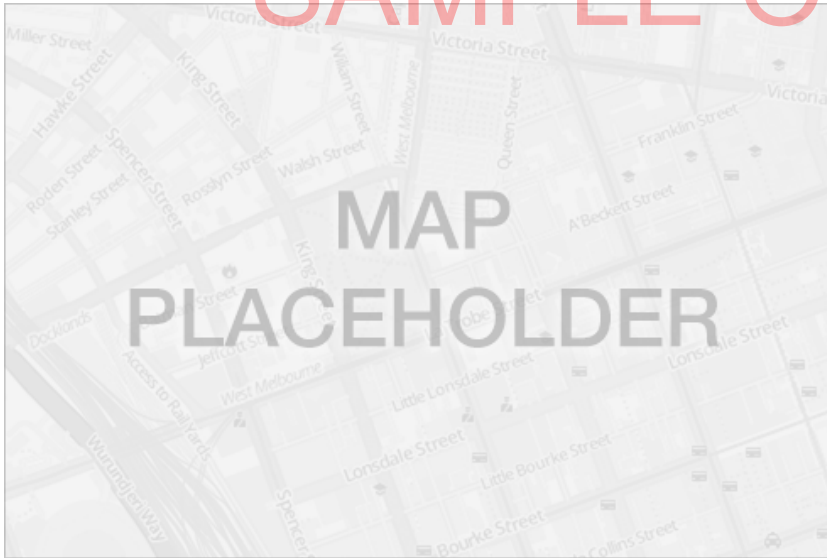
The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Applicant Organisation Street Address *

Address

SAMPLE ONLY



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. (Identifiers such as Unit/Lot/Building/Level etc. are not accepted.)

Applicant Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

How many FTEs does the Applicant Organisation employ? *

Is the Applicant Organisation based outside of South-East Queensland? *

For the purposes of this program "South-East Queensland" is any location in the following council areas - Brisbane City, Moreton Bay Regional, Ipswich City, Logan City, Redland City, Gold Coast City, Scenic Rim, Somerset Regional, Lockyer Valley Regional, Sunshine Coast and Noosa Shire.

Within which Local Council Area is the Applicant Organisation located? *

Not sure? Go to the [Electoral Commission Queensland website](#) to find out.

Is the applicant organisation a female or female-led business? *

For the purposes of this program a female business is one that is at least 50% female owned and/or led. 'Female-led' means that the person/people leading the organisation in roles such as CEO, Director or Executive.

Is the applicant organisation an Indigenous business? *

For the purpose of this program, an Indigenous business is one that is at least 50% owned by Aboriginal and/or Torres Strait Islander people.

SAMPLE ONLY

Main Project Location

Street number and name *

Suburb/City *

Post Code *

This is the location where the majority of project activity will take place.

Other Project Location(s)

Detail any other locations (city/town and state) where project activity will take place.

Town/City	State	Postcode
Must be no more than 2 words.	Must be no more than 1 word.	

Executive Summary

* indicates a required field

The responses to the questions below forms the executive summary of the proposed project. In completing the summary, ensure that you incorporate each of the key elements of the project that will be covered in the rest of the application form in more detail.

It is recommended that this section is completed AFTER the body of the application form has been completed.

Project duration *

For projects up to one year, choose "one year" and for projects between one year and eighteen months, choose "18 months."

Short project description *

Word count:

Must be between 80 and 100 words. Ensure that you include: WHO is involved, WHERE it will take place, WHY you need to do it, WHAT you will do and WHAT is the expected outcome and benefit.

Brief project description for public publication *

SAMPLE ONLY

Information recorded in this field will be included in reports/requests that will be released publicly. The description must be brief (no more than 50 words) and the applicant organisation must agree that the description is publishable.

What are the expected outcomes at the end of the project? *

Word count:

Must be no more than 75 words.

What are the expected outcomes within five years of project completion? *

Word count:

Must be no more than 75 words.

Assessment Criteria 1

* indicates a required field

Significance of Opportunity and Innovation Activity

You must demonstrate that the project:

- is a response to a significant opportunity or challenge and/or enables the uptake of innovative solutions and emerging technologies
- will provide an innovative solution to a regional issue that has national/international significance and/or cross-industry relevance
- harnesses an area of competitive strength for the region(s) involved.

The proposed project: *

- is a response to a significant opportunity or challenge
- will enable the uptake of innovative solutions and emerging technologies

Provide details on the opportunity or challenge to be addressed by the project *

Word count:

Must be no more than 100 words.

SAMPLE ONLY

What is the barrier to the uptake of innovative solutions/emerging technologies for the region and how will this project address it? *

Word count:
Must be no more than 100 words.

Outline the innovative solution(s) proposed in this project and explain the innovation *

Word count:
Must be no more than 100 words.

Explain the significance of the opportunity/challenge and/or innovative solution(s) to the region(s) *

Word count:
Must be no more than 100 words.

Outline the competitive strength(s) of the region(s) that will be harnessed by the project and explain how these strengths will be exploited and/or amplified *

Word count:
Must be no more than 100 words.

The innovative solution(s) has/have: *

- national and/or international significance
- cross-industry relevance

Explain why and how the innovative solutions(s) have relevance across other industries *

Word count:
Must be no more than 75 words.

Explain why and how the innovative solution(s) is/are nationally/globally relevant, including how the solution(s) has/have potential application beyond the regions(s) in which the project will take place *

SAMPLE ONLY

Word count:
Must be no more than 75 words.

Assessment Criteria 2

* indicates a required field

Strength of Collaboration and Viability of Project

You must demonstrate that the project:

- is locally driven
- involves meaningful collaboration between organisations with a shared purpose and complementary expertise
- involves an applicant and partner organisation(s) with the resources, knowledge, skills, and experience, to successfully deliver the project
- is well-planned and achievable within the defined timeframe and budget.

Collaborative Partner Organisations

A collaborative partner organisation is an organisation that is a separate entity to the applicant organisation and is materially contributing to the project and its outcomes, as evidenced by a cash contribution and its involvement in the project.

Provide details of each collaborative partner organisation involved in the project.

Partner Organisation Name *

Organisation Name

Legal Entity Name

Partner Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

SAMPLE ONLY

DGR Endorsed	More information
ATO Charity Type	
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Partner Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Partner Organisation Cash Contribution *

\$

Cash commitment to project

Other Organisations Involved in the Project

Provide details of any other organisations that will be involved in the project but are not formal collaborative partner organisations and are not contributing cash to the project. Include details of their in-kind or other contribution.

Organisation name	Location	Contribution
Legal Entity Name	Suburb/City and Postcode	In-kind or other contribution to the project

Outline the role of each collaborative partner organisation and explain its importance in ensuring successful delivery of the project for the region(s) *

Word count:
Must be no more than 200 words.

Outline the:

- track record of the applicant and collaborative partner organisations in delivering similar projects
- skills, qualifications, experience and access to resources that demonstrates the ability of the organisations to deliver the project.

*

SAMPLE ONLY

Word count:

Must be no more than 200 words.

Upload a letter from a suitably qualified accountant for:

- the applicant organisation
- each collaborative partner organisation

confirming that each organisation can meet its cash commitment to the project.

*

Attach a file:

Combine all letters into one PDF prior to uploading.

* A suitably qualified accountant is an accountant that is a member of:

- the Institute of Chartered Accountants, or
- CPA Australia, or
- the Institute of Public Accountants with a Professional Practice Certificate.

Provide a brief resume (max two pages) for each of the key personnel involved in the project *

Attach a file:

Merge all resumes into one PDF prior to uploading

The letters confirming each organisation's financial commitment to the project; resumes of key project personnel; *Project Budget*; and, *Project Activities and Outcomes* will also be considered as part of this Assessment Criteria.

Assessment Criteria 3

* indicates a required field

Benefit to the Region(s) and Queensland

You must demonstrate that the project:

- is sustainable with project activity and/or benefits that will extend beyond the lifetime of the funded project
- will deliver tangible and immediate benefits to the region(s)
- will contribute to:
 - an increase in the maturity level of the innovation ecosystem of the region(s)

SAMPLE ONLY

- **economic growth in the region(s) including support of emerging/new industries and/or Queensland Government priority industry sectors**
- **the support and creation of new/high value/high-growth jobs in regional Queensland**
- **has the potential to position the region(s) and Queensland as innovation leaders nationally and/or internationally.**

Outline how:

- **the project activity will be sustained beyond the Regional Futures - Collaborative Projects funding timeframe (if relevant)**

and/or

- **how the benefits of the project will continue into the medium and longer term.**

Include details of any opportunities for leveraging additional funding.

*

Word count:

Must be no more than 150 words.

Provide details of the tangible benefits that the project will deliver to the region(s) during its lifetime, including:

- **revenue streams developed and/or increased**
- **people or businesses attracted**
- **technology adopted/utilised across sectors**
- **industry/organisations/individuals prepared for future jobs**
- **businesses/start-ups established.**

*

Word count:

Must be no more than 200 words.

Provide a comparison between the current maturity level of the regional innovation ecosystem and the maturity level that is expected following successful completion of the project *

SAMPLE ONLY

Word count:

Must be no more than 100 words.

Refer to Frequently Asked Questions for more information on regional innovation ecosystems and maturity levels.

Detail the expected benefit to the economy of the region(s) at project completion and within five years of project completion *

Word count:

Must be no more than 100 words.

Explain how the project will increase the reputation of the region(s) and Queensland as leaders in innovation *

Word count:

Must be no more than 100 words.

Queensland Government Priorities

Does the project support the development of a new / emerging industry in the region(s)? *

Provide details of new / emerging industry supported *

Word count:

Must be no more than 20 words.

Does the project support one of the Queensland Government priority industries? *

If more than one industry will be supported, choose the industry that will receive the greatest support from the project.

Information on the Queensland Government Industry Priorities can be found on the [Queensland Government website](#).

SAMPLE ONLY

Select the priority industry to be supported by the project *

Explain how the project will support the priority industry identified *

Word count:

Must be no more than 50 words.

Jobs

For the purpose of the Regional Futures - Collaborative Projects program:

- jobs supported by the project and based in Queensland are considered to be “new” (i.e. not safeguarding an existing job)
- jobs reported must be established, or forecast to be established as a direct result of Advance Queensland funding
- jobs includes full and part time, as well as temporary and permanent employment
- jobs reported does not include public service positions, or indirect jobs (jobs that flow on through supply chains).

Count all positions supported under the **total pool of project funding**, that is, Queensland Government funding + Applicant Organisation funding + Collaborative Partner Organisation(s) funding.

During Project Delivery

How many jobs will be created in Queensland in undertaking the project? *

Whole number only. If nil, enter "0".

How many of these jobs will be in priority industries? *

Whole number only. If nil, enter "0".

Provide details on the type of occupations to be created and the industry sectors that will benefit

Within Five Years of Project Completion

How many jobs do you expect to be created in Queensland within five years of project completion, as a direct result of the project? *

Whole number only. If nil, enter "0". A direct job is one that can be clearly identified and accounted for. Do not include assumed jobs that may flow in the supply chain situation.

SAMPLE ONLY

How many of these jobs will be in priority industries? *

Whole number only. If nil, enter "0".

Provide details on the type of occupations to be created and the industry sectors that will benefit

Project Activities and Outcomes

* indicates a required field

*Regional Futures - Collaborative Projects-funded projects are required to report on progress at **six-monthly** intervals.*

Detail the activities planned and the outcomes expected for each six-month period of the proposed project.

List the activities and outcomes briefly in dot point or numbered format, using plain English.

Should the application for funding be approved, the information in this section will form part of the Grant Agreement and progress against these activities and outcomes will be monitored closely.

Project Period 1 - List the activities scheduled for the first six-month reporting period of the project *

Dot point or numbered format and plain English

Project Period 1 - List the outcomes you expect to achieve during the first six-month reporting period of the project *

Dot point or numbered format and plain English

Project Period 2 - List the activities scheduled for the second six-month reporting period of the project *

Dot point or numbered format and plain English

Project Period 2 - List the outcomes you expect to achieve during the second six-month reporting period of the project *

SAMPLE ONLY

[Redacted text box]

Dot point or numbered format and plain English

Project Period 3 - List the activities scheduled for the third six-month reporting period of the project *

[Redacted text box]

Dot point or numbered format and plain English

Project Period 3 - List the outcomes you expect to achieve during the third six-month reporting period of the project *

[Redacted text box]

Dot point or numbered format and plain English

Project Expenditure and Funding

Project Expenditure

Salary Costs

List the expected costs on SALARIES and identify the source of funding that will meet the cost (i.e., Regional Futures - Collaborative Futures grant; applicant organisation contribution; and/or collaborative partner organisation(s) contribution)

List expenditure items	Regional Futures grant	Applicant Organisation	Partner Organisation(s)	Total
Costs listed here are eligible for Regional Futures - Collaborative Projects funding. Detail position, name (if known) and FTE of each employee.				
	\$	\$	\$	\$

Project Consumables

List the expected costs on CONSUMABLES and identify the source of funding that will meet the cost (i.e., Regional Futures - Collaborative Futures grant; applicant organisation contribution; and/or collaborative partner organisation(s) contribution)

Regional Futures - Collaborative Projects - Application Form

Form Preview

SAMPLE ONLY

List expenditure items	Regional Futures grant	Applicant Organisation	Partner Organisation(s)	Total
Costs listed here are eligible for Regional Futures - Collaborative Projects funding				
	\$	\$	\$	\$

Plant and Equipment

List the expected costs on PLANT AND EQUIPMENT and identify the source of funding that will meet the cost (i.e., Regional Futures - Collaborative Futures grant; applicant organisation contribution; and/or collaborative partner organisation(s) contribution)

**** A MAXIMUM OF \$10,000 IN REGIONAL FUTURES - COLLABORATIVE PROJECTS GRANT FUNDING CAN BE ALLOCATED TO PLANT AND EQUIPMENT ****

List expenditure items	Regional Futures grant	Applicant Organisation	Partner Organisation(s)	Total
Costs listed here are eligible for Regional Futures - Collaborative Projects funding (max. \$10,000 during the term of the grant)				
	\$	\$	\$	\$

Travel

List the expected costs on TRAVEL and identify the source of funding that will meet the cost (i.e., Regional Futures - Collaborative Futures grant; applicant organisation contribution; and/or collaborative partner organisation(s) contribution)

List expenditure items	Regional Futures grant	Applicant Organisation	Partner Organisation(s)	Total
Costs listed here are eligible for Regional Futures - Collaborative Projects funding				
	\$	\$	\$	\$

Specialist Advice and Services

List the expected costs on SPECIAL ADVICE AND SERVICES provide by unrelated, external providers and identify the source of funding that will meet the cost (i.e., Regional Futures - Collaborative Futures grant; applicant organisation contribution; and/or collaborative partner organisation(s) contribution)

Regional Futures - Collaborative Projects - Application Form

Form Preview

SAMPLE ONLY

List expenditure items	Regional Futures grant	Applicant Organisation	Partner Organisation(s)	Total
Costs listed here are eligible for Regional Futures - Collaborative Projects funding				
	\$	\$	\$	\$

Other Direct Project Costs

List the expected expenditure on any other direct project costs and identify the source of funding that will meet the cost (i.e., applicant organisation contribution; and/or collaborative partner organisation(s) contribution)

List expenditure items	Applicant Organisation	Partner Organisation(s)	Total
Costs listed here are NOT eligible for Regional Futures - Collaborative Projects funding			
	\$	\$	\$

Project Funding

Total Project Expenditure

\$

This number/amount is calculated.

Partner Funding Check

\$

This number/amount is calculated.

Applicant Organisation Cash

\$

This number/amount is calculated.

Regional Futures funding check

\$

This number/amount is calculated.

Total Partner Organisations Cash

\$

This number/amount is calculated.

Regional Futures funding sought

\$

This number/amount is calculated.
Must be equal to, or less than, the combined total of Applicant and Partner Organisations cash

Total Project Funding

\$

This number/amount is calculated.

***** Funding Error *****

The *total partner organisation funding* entered in the **Project Expenditure** section does not equal the *total partner organisation funding* entered in the **Collaborative Partner Organisations** section of the application form.

Regional Futures - Collaborative Projects - Application Form

Form Preview

SAMPLE ONLY

Check the figures in each section and amend as required to ensure that the two sections correspond before submitting the application form.

*** Funding Error ***

The *total Applicant Organisation cash and Collaborative Partner Organisation cash* is less than the *total Regional Futures funding sought*.

An eligibility requirement of this program is that total cash matched funding (from Applicant and Collaborative Partner organisations) is equal to, or greater than, the Regional Futures funding sought.

Check the figures in each section and amend as required to ensure that project is eligible before submitting the application form.

*** Funding Error ***

Expenditure on plant and equipment totalling greater than \$10,000 has been allocated to Regional Futures - Collaborative Projects funding.

A maximum of \$10,000 in Regional Futures - Collaborative Projects funding can be allocated to plant and equipment.

Check the figures and amend as required to ensure that the project is eligible before submitting the application form.

Application Declaration

* indicates a required field

Refer to the [Electronic Transaction \(Qld\) Act 2001](#) prior to acknowledging and accepting this declaration.

Project Name *

With reference to the application to the Regional Futures - Collaborative Projects program for the above the named project

I, *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Position within Applicant Organisation *

SAMPLE ONLY

am authorised to act for the Applicant Organisation, and I certify that:

- **the information supplied in this application is true, accurate and not misleading**
- **the Applicant Organisation and/or the Collaborative Partner Organisation(s) have received no guarantees or assurance that the application will be approved by the Queensland Government**
- **I have reviewed and accept the Regional Futures - Collaborative Projects Guidelines and Grant Agreement terms and conditions**

and I acknowledge that:

- **the Department of Tourism, Innovation and Sport (DTIS) may undertake any necessary checks (subject to any written notification as to confidentiality provided to the DTIS)**
- **an offer of funding under the Regional Futures - Collaborative Projects program will be subject to the Applicant Organisation signing and returning a Grant Agreement within 30 Business Days of being notified that the funding application has been successful.**

Privacy

The Queensland Government and the Department of Tourism, Innovation and Sport (DTIS) manages personal information in accordance with the [Information Privacy Act 2009](#). Personal information will not otherwise be used or disclosed unless authorised or required by law.

DTIS collects personal information for the purposes of:

- assessing eligibility for the program
- promoting relevant information or services to you
- research, review, audits, evaluation and reporting.

DTIS, including its employees, may use and disclose the personal information provided in the application to third parties for the above purposes. Third parties include:

- Queensland Government departments and agencies
- Commonwealth Government departments and agencies
- non-government organisations.

DTIS or the Minister responsible for the innovation portfolio may publish grant recipient information on government websites, including Advance Queensland site or in media releases while publicising the outcomes of the program. Published information may include business name, funding amount, suburb/ postcode, and outcome details.

The information in this application form is provided to authorised departmental officers and approved grant assessors under the [Financial Accountability Act 2009](#) for the purpose of assessing the application for funding.

All Applications will be retained as required by the [Public Records Act 2002](#).